Opportunity Lynchburg

OFFICE OF ECONOMIC DEVELOPMENT
LYNCHBURG, VIRGINIA

Virginia Enterprise Zone

How to Qualify Workshop

2017 Grant Year Projects

Workshop Agenda

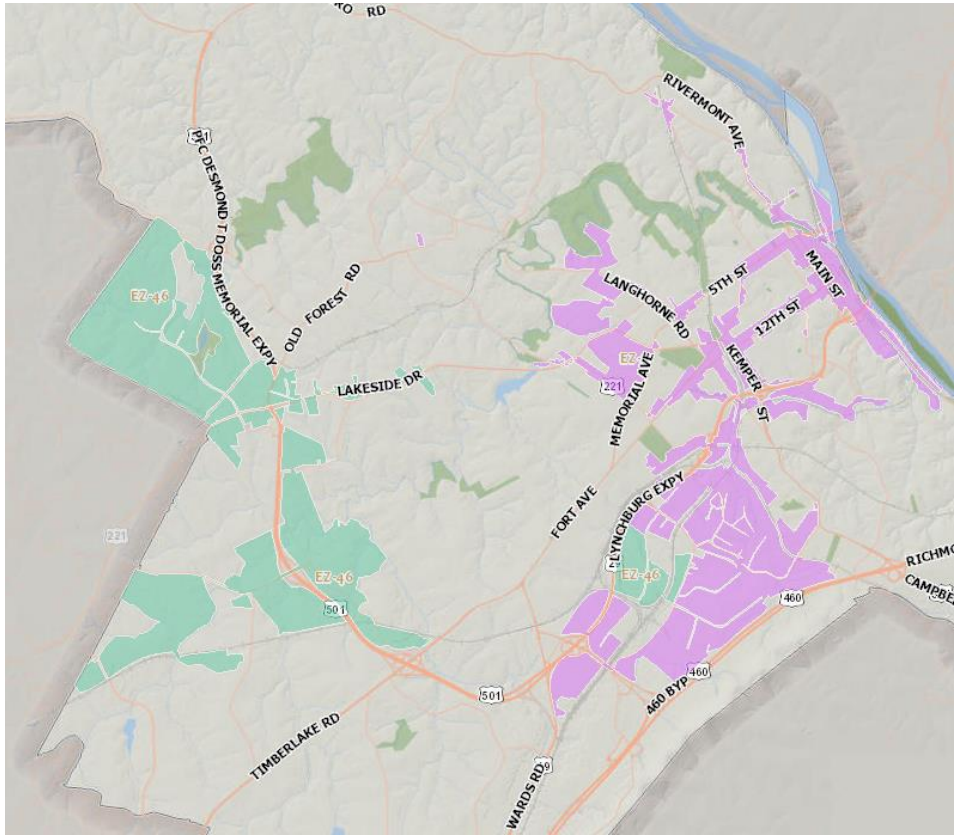
- Local Updates
- Program Overview
- Real Property Investment Grant Qualification Process
- Job Creation Grant Qualification Process
- CPA Attestation Requirements
- Grant Year 2017 Application Submittal

Local Enterprise Zone Resources

Interactive Enterprise Zone Map

http://mapviewer.lynchburgva.gov/enterprisezones/

- Search by address
- See Enterprise Zone activity



Change to Real Estate Rehabilitation Program

Real estate tax exemptions for eligible and qualified properties under rehabilitation/renovation.

The tax exemption is equal to the difference between the increase in assessed value resulting from substantial rehabilitation/renovation of a structure and the beginning assessed value as determined by the City Assessor.

Residential

- Ten year program
- Must be 50 years of age or older
- Must increase the improvement value by 40% or more

Multifamily (5 Units or More)

- Eight year program
- Must be 25 years of age or older
- Must increase the improvement value by 60% or more

Commercial or Industrial

- Ten year program
- Must be 25 years of age or older
- Must increase the improvement value by 60% or more

NEW In-Fill Real Estate Exemption Policy

New construction on vacant parcels in select InterCity areas now qualifies for a partial real estate tax exemption similar to the Damaged/Destroyed Rehabilitation Program.

- Vacant parcels located in select districts identified on Map of Arts & Cultural, Rehabilitation, Redevelopment and Conservation Districts.

- Select areas of the City can apply for a 50% exemption based on the cost of new construction.

Exemption periods are as follows:

- Ten years for residential, commercial and industrial
- Eight years for multi-family
- Three year phase-out at 25% per year

Local Program Support

Revolving Loan Fund

Up to $250,000 for business and development financing at fixed rates with flexible terms; provides the flexible capital needed to support business creation, expansion and development.

Local Enterprise Zone Redevelopment Program

Designed to support small- and medium-scale investments in commercial property within the city's Enterprise Zones, the program supports a portion of qualified expenditures. Property requires at least 20% commercial use. Proper permitting is required to qualify, and submitted project costs are verified by building permit. Applications must be completed within 30 days of beginning work.

http://www.opportunitylynchburg.com

EZ Program Overview

- Virginia Enterprise Zones is a partnership between state and local government to encourage job creation and private investment in targeted areas of the state.

- The program accomplishes this by designating zones throughout the state and providing two grant-based incentives, the Job Creation Grant (JCG) and the Real Property Investment Grant (RPIG).

- The two state incentives are available to businesses and Zone Investors who create jobs and/or invest in real property within the boundaries of Enterprise Zones.

Qualifying for State Incentives

- Qualification for the RPIG and the JCG is based on the calendar year and administered annually.

- The cash grants are performance-based. Therefore, jobs must be created and real property improvements must be completed before the grant applications are submitted.

- Grant applications are always due April 1st of the year after the calendar year in which the real property improvements and job creation are completed. If April 1st falls on a weekend or holiday, applications are due on the first weekday thereafter. (April 2nd, 2018)

Qualifying for State Incentives

The next round of Grant Applications will be due April 2nd, 2018, for Jobs Created and Real Property Investments Placed-into-Service during Calendar Year 2017.

Real Property Investment Grants

Qualifying for the RPIG

- **Real Property Investment Grant**
- **The RPIG is available to investors that are undertaking rehabilitation, expansion, or new construction projects within the boundaries of Enterprise Zones.**

RPIG: Eligible Properties

- **The property (building or facility) must be located within the boundaries of a Virginia Enterprise Zone.**

- **The building or facility must be:**
  - **Commercial:** *Including office and retail*
  - **Industrial**
  - **Mixed-use:** *At least **30% of useable floor space** is devoted to commercial, office, or industrial use.*

- **Facility:** *A group of buildings, co-located at a single physical location, involved in related operations, under common ownership and management.*

RPIG: Eligible Applicants

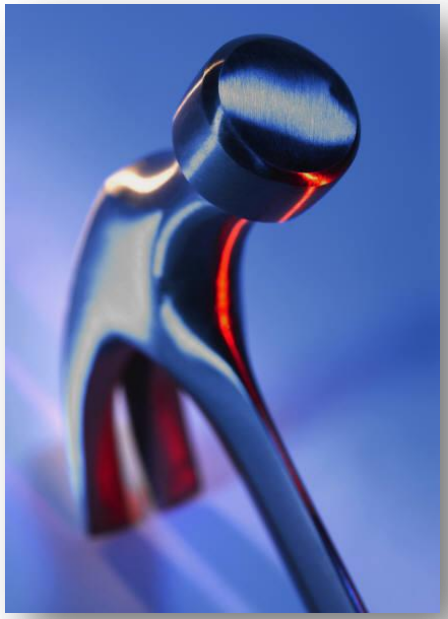
- **A "Qualified Zone Investor" is any entity or individual capitalizing on the costs associated with the real property investment, such as**
  - **Property Owners:** *Occupant or Non-Occupant*
  - **Multiple Owners:** *Rights to RPIG qualification should be coordinated with all other owners of the property.*
  - **Tenant:** *Tenants making leasehold improvements may apply for the RPIG with the owner's permission, only if the improvements are capitalized by the tenant for tax purposes.*
  - **Developers:** *Rights to RPIG qualification should be reflected in the sale documents if property has been sold.*

RPIG: Eligibility Projects

- **Investment Thresholds: In order to qualify for RPIG, a Zone Investor must meet a certain minimum investment threshold. Threshold requirements are categorized the type of construction activity.**
  - **Rehab & Expansion:** $100,000 in Qualified Real Property Investments (QRPI)
  - **New Construction:** $500,000 in in Qualified Real Property Investments (QRPI)
- **These thresholds must be met each year an RPIG is applied for, and do not carry over.**

RPIG: Qualified Investments

- **Hard Construction Costs**
- **Structurally Part of the Building/Facility**
- **Examples of Qualified Real Property Investments (QRPI):**
  - Carpentry
  - Ceilings
  - Demolition
  - Doors/windows
  - Drywall
  - HVAC
  - Painting
  - Plumbing
  - Masonry
  - Roofing



RPIG: Ineligible Costs

- **Examples of Unqualified Investments:**
  - ✗ Acquisition Costs
  - ✗ Architectural fees
  - ✗ Closing Costs
  - ✗ Capitalized Interest
  - ✗ Furnishings (window treatments & appliances)
  - ✗ Insurance
  - ✗ Leasing & Legal fees
  - ✗ Machinery & Tools
  - ✗ Permits, Inspection Fees
  - ✗ Signage
  - ✗ Utilities Connection Fees
  - ✗ Items Beyond the Property Line

RPIG: Calculating Awards

- **The dollar amount of a grant is based on the amount spent on the Qualified Real Property Investments (QRPI).**

- **Grant awards = 20% of the QRPI made in excess of the respective eligibility threshold ($100k or $500k), with grant award caps based on the amount of investment. Grant awards are capped per building/facility over 5 years (consecutive term).**

  - **Up to $100,000 per building/facility for QRPI of less than $5 million**
  - **Up to $200,000 for QRPI over $5 million**

The $5 million threshold to unlock the 2nd $100,000 is cumulative over a 5 year period, where multiple investments have been made.

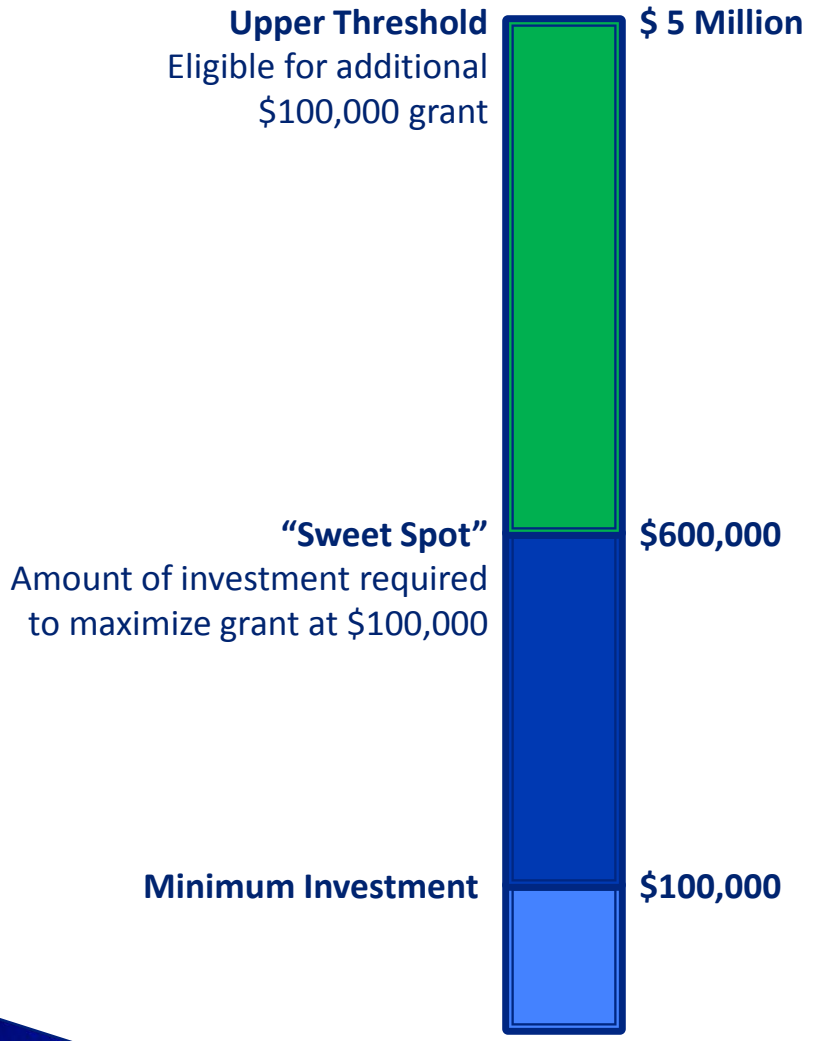
*

RPIG: Calculation Examples

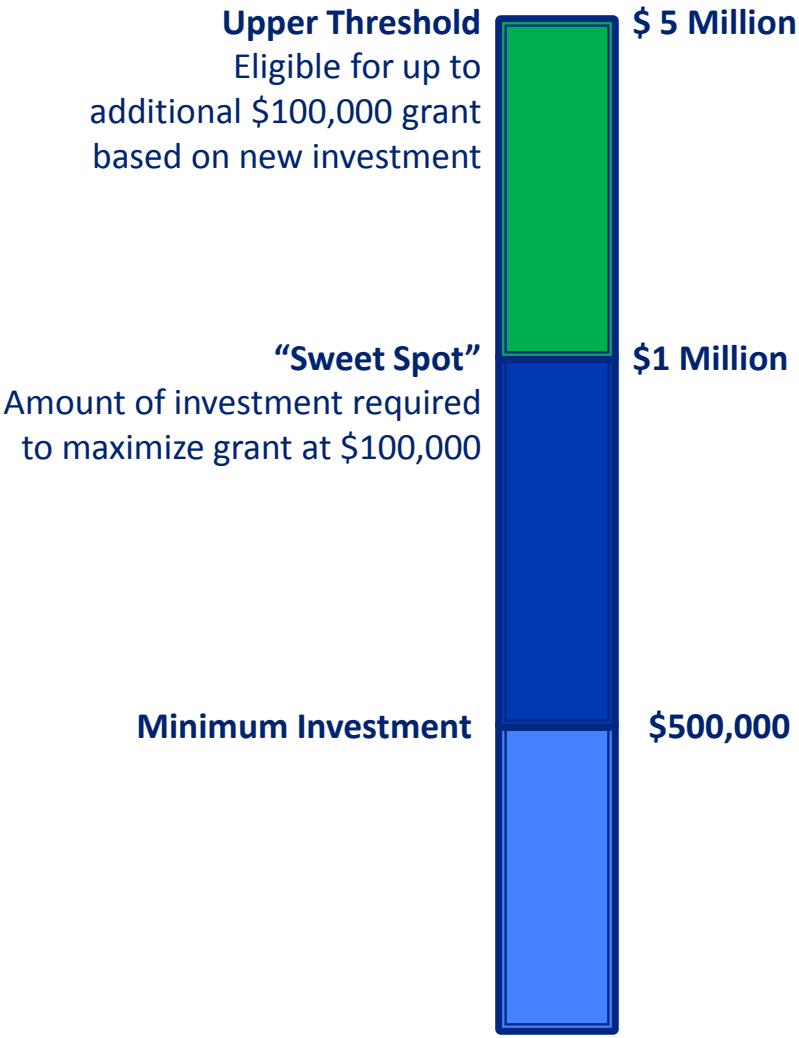
Examples:	Rehab	New	*Rehab- Capped
Investment	$500,000	$900,000	$2,000,000
Threshold	- $100,000	- $500,000	- $100,000
Grant Eligible	$400,000	$400,000	$1,900,000
Grant Rate	x .20	x .20	x .20
			$380,000
Grant	$80,000	$80,000	$100,000

Exceeds Grant Max

RPIG: Investment Continuum



Rehab & Expansion



New Construction

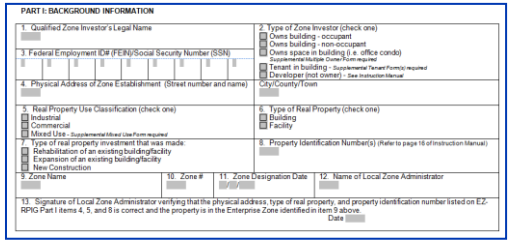
RPIG Application Process

- **RPIG eligibility is determined by the Calendar Year the property is Placed in Service.**
  - **To be eligible for GY 2017, a property must have been placed in service January 1, 2017 – December 31, 2017.**

- **A copy of the Placed In Service documentation must be submitted with all RPIG applications. Examples include:**
  - **Final Certificate of Occupancy**
  - **Final Building Inspection**
  - **Final Third Party Inspection** *(Only acceptable if the project does not require any permits!)*

RPIG: Required Materials

- **Online: Form EZ-RPIG must be submitted by 11:59 PM (EST) April 2, 2018.**
  - **Applications are not done through CAMS!**



PART I: BACKGROUND INFORMATION

1. Qualified Zone Investor's Legal Name	2. Type of Zone Investor (check one) ☐ Owns building - occupant ☐ Owns building - non-occupant ☐ Owns space in building (i.e. office condo) Supplemental Multiple Owner Form required ☐ Tenant in building – Supplemental Tenant Form(s) required ☐ Developer (not owner) – See Instruction Manual
3. Federal Employment ID# (FEIN)/Social Security Number (SSN)	
4. Physical Address of Zone Establishment (Street number and name)	City/County/Town
5. Real Property Use Classification (check one) ☐ Industrial ☐ Commercial ☐ Mixed Use – Supplemental Mixed Use Form required	6. Type of Real Property (check one) ☐ Building ☐ Facility
7. Type of real property investment that was made: ☐ Rehabilitation of an existing building/facility ☐ Expansion of an existing building/facility ☐ New Construction	8. Property Identification Number(s) (Refer to page 16 of Instruction Manual)
9. Zone Name / 10. Zone #	11. Zone Designation Date / 12. Name of Local Zone Administrator

13. Signature of Local Zone Administrator verifying that the physical address, type of real property, and property identification number listed on EZ-RPIG Part I items 4, 5, and 8 is correct and the property is in the Enterprise Zone identified in item 9 above.
Date

- **Hard Copy: Must be post-marked on or before April 2, 2018.**
  - **Form EZ-RPIG**
  - **Supplemental Forms (when applicable)**
  - **Placed in Service Documentation**
  - **Commonwealth of Virginia W-9**
  - **CPA Attestation Report** *(Should be submitted with application- not after deadline!)*

All application materials and the link to submit Form EZ-RPIG are available on the EZ Online Application Submission Site: https://dmz1.dhcd.virginia.gov/EZApplication/

Form EZ-RPIG

- Organized into seven parts
  - Part I: Background Information
  - Part II: Placed-in-Service Documentation
  - Part III: Qualified Investments
  - Part IV: Qualification Information
  - Part V: Contact Information
  - Part VI: Application Information
  - Part VII: Declaration

Part III: Itemized List of QRPI

Qualified Real Property Investment	Dollar Amount
1. Carpentry	$28,628.10
2 Electrical	$14,791.20
3. Concrete	$39,611.21
4. Demolition	$12,385.00
5. Doors & Windows	$2,561.27
6. Drywall	$22,500.00
7. HVAC	$16,037.10
8. Masonry	$80,081.80
9. Steel	$29,311.00
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21. **Total Qualified Real Property Investment**	$245,906.68 *Amount to Enter in Box 3A*

Example

The sum of the qualified real property investments is automatically calculated online and populates Part III, Box 3A.

Part IV: Qualification Info

1.	**Date Real Property Placed in Service (MM/DD/YYYY)** ▪ To verify this date attach a copy of the final Certificate of Occupancy, final building inspection (approved by local jurisdiction), or a licensed third party inspector's report in cases where project did not require a permit. ▪ When submitting a licensed third party inspector's report, applicant must also attach a letter from the local Building Official verifying that project did not require any permits.	1. /_ /2017
2.	**Qualification is requested for calendar year:**	2. 2017
3.	**Grant Calculation:**	
A.	Actual dollar amount of qualified real property investments made by applicant:	3A. $
B.	Applicable investment threshold based on the type of real property investment:	3B. $
C.	Grant eligible dollar amount (Box 3A minus Box 3B):	3C. $
D.	Multiply Box 3C by 20%. This is the amount of grant the zone investor is requesting. ▪ For investments (3A) less than $5 million, this amount cannot exceed $100,000. ▪ For investments (3A) of $5 million or more, this amount cannot exceed $200,000. *Tenants or zone investors who own a space within a building cannot request the maximum grant amount if they did not coordinate qualification or receive owner consent.*	3D. $
4.	**Real Property Investment Grants previously issued to this building or facility.** *See RPIG Award Schedule.*	
A.	Have real property investment grants been awarded to the building or facility in the last four years? *If yes, complete Box 4B.*	4A. ☐ YES ☐ NO
B.	If yes, indicate the total amount received in previous years. *The sum of 3D and 4B shall not exceed the applicable $100,000 or $200,000 investment, per the regulations in Box 3D.*	4B. $

Must indicate the amount of any previous RPIG awards within current 5-year cycle.

RPIG: Supplemental Forms

Supplemental forms are <u>required</u> if…

- **Investments were made to a mixed-use building**
  - **Form EZ-RPIG Mixed-Use**
- **The Zone Investor is a Tenant**
  - **Form EZ-RPIG Tenant-Owner Consent**
  - **Form EZ-RPIG Tenant Coordination (if required by owner)**
- **The Zone Investor owns a space within a building/facility:**
  - **Form EZ-RPIG Multiple Owner**

All Supplemental Forms are Available on the DHCD website and the EZ Application Portal. See last slide for links.

RPIG: Mixed-Use Buildings**

**If Applicable

- Form EZ-RPIG Mixed-Use verifies that at least 30% of useable square footage in building is devoted to commercial, office, or industrial use.

- If there are common areas that are accessible to the commercial space, this may be counted toward the commercial SF. Example: Lounge or Conference Room

- Form EZ-RPIG Mixed-Use must be completed by the preparer of the measured drawings/plans for work done to the referenced building.
  - The preparer of plans must be a licensed, third-party, architect, surveyor, or draftsperson.
  - The CPA will review the status of the license during the attestation process.

RPIG: Grant Coordination**

**If Applicable

- Supplemental Forms EZ-RPIG Tenant Coordination and EZ-RPIG Multiple Owners ensure that no more than the applicable grant cap is requested within a five-consecutive year period for the building or facility.

- In cases where owners and tenants do not coordinate, DHCD will determine the maximum grant amount available based on the cumulative amount of real property investment made to the property or proportion of square footage leased/owned by the Zone Investor.

RPIG: Common Errors

- **Placed in Service documentation is not final or indicates pending work or a failed inspection.**
  - **The Zone Investor must apply for the GY associated with the Calendar Year of their Final documentation.**

- **Placed in Service documentation for consecutive phases of a project were received in a different calendar year.**
  - **RPIG eligibility is based on the Calendar Year that each CO was received, and therefore, each CO would require separate applications.**
  - **Where multiple phases of work were completed on a single building/facility within the same calendar year, the Zone Investor must only meet the minimum investment threshold once for that project.**

Example: If a Zone Investor completed a roof renovation and got a final CO in 2017, and then completed an interior renovation and got a final CO also in 2017, the Zone Investor may submit both phases of work on a single application. However, if the CO for the interior renovation was issued in January 2018, it would require a separate application which would need to meet the threshold independently of the roof investment.

RPIG: Common Errors

- Application spans multiple addresses (facility) but CO only references one address.
  - Zone Investors can only apply for work covered under the placed in service documentation. If the work covered multiple addresses, multiple COs should be presented or the CO should reflect all addresses. This should be noted on Form EZ-RPIG!

- Differences in address entered from one year to another.
  - Make sure the physical address is exactly the same as in previous RPIG applications.
  - If the grant cap is exceeded due to address errors/confusion, grant awards must be repaid to Commonwealth.

- Properties improperly identified as buildings instead of a facility.
  - Grants are capped per building/facility. The property must be correctly identified so that applicable grant caps are not exceeded. Contact DHCD staff if unclear.

RPIG: Common Errors

- Vague or conditional items listed on the schedule of investments.
  - **It is best to break down and individually list all investments. Instead of "Site Work" include the specific items such as:** *Excavation, Concrete, General Conditions*

- Lack of detail when including conditional items.
  - **A list of conditional items can be found on Page 12 of the 2017 RPIG Instruction Manual.**
  - ***Example:*** *Don't list 'Change Orders'. Do list 'Additional Flooring Work'*

RPIG Follow-up

- Monitoring
  - DHCD monitors RPIG recipients annually at random.

- Record-keeping
  - Grantees must maintain all documentation regarding qualification for the RPIG for a minimum of three years following the receipt of a grant.
  - Grant recipients that do not have adequate documentation regarding qualified real property investments may be subject to repayment of some or all of their grant award.

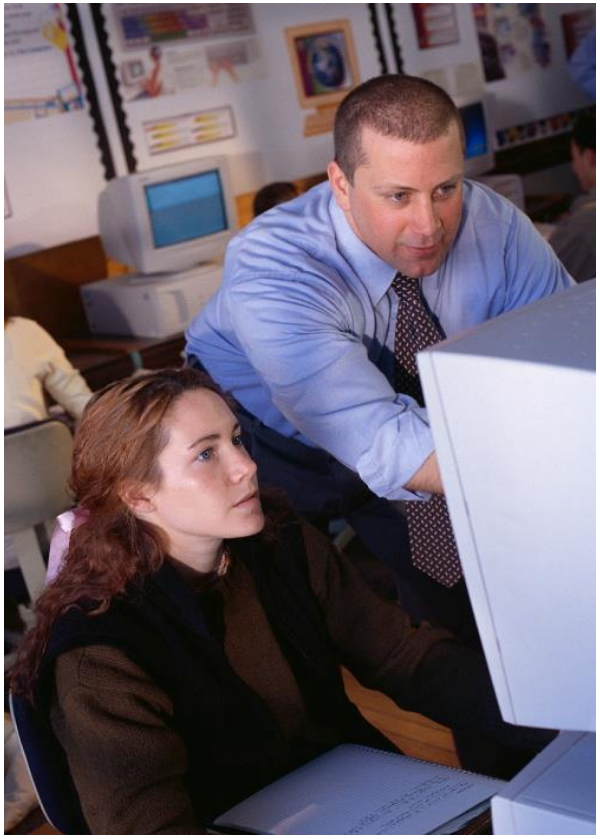
Any questions about RPIG?

Job Creation Grants

Qualifying for the JCG

- **Job Creation Grant**

- **The JCG is available to businesses that create high wage, full-time, permanent positions with health benefits, that are net new jobs for Virginia.**



JCG: Ineligible Businesses

- **Units of Government**
  - Includes Local, State, or Federal agencies and semi-governmental organizations.

- **Non-Profits**
  - Except those classified under NAICS 813910 and 813920 which are Business and Professional Organizations.
  - Non-Profits may qualify for RPIG if the end use will be commercial.

JCG: Eligible Businesses

- The JCG is available to any eligible businesses, new or existing, that are located in an Enterprise Zone, who have created grant-eligible jobs over "Base Year" employment levels.
  - A business's base year is either of the two calendar years immediately preceding a firm's first year of grant eligibility. For GY 2017, a business may use 2016 or 2015 as their base year.
  - New businesses will have a base year employment of zero.

- There is a 4-job threshold for qualification for JCG.
  - Therefore, businesses must create at least 5 jobs to qualify for a grant.
  - 4 PFTJ = 48 months on the JCG Worksheet

JCG: Eligible Positions

- **Eligible positions must be:**
  - Net New to Virginia
  - Permanent & Full-Time
  - Earning at least 175% of the Federal Minimum Wage (FMW)
  - Offered health benefits

- **Restricted Positions:**
  - ✘ Personal Service (NAICS 812)
  - ✘ Food and Beverage
  - ✘ Retail

JCG: Eligible Positions

- Permanent, Full-Time Positions

  - Jobs of indefinite duration at a business firm located in an Enterprise Zone, requiring the employee to report to work within the zone on a regular basis (at least once a month).

  - These position must be normally scheduled to work either:
    - A minimum of 35 hours/week for at least 48 weeks;
    - A minimum of 35 hours/week for portion of taxable year in which employee was hired; <u>or</u>
    - A minimum of 1,680 hours/year if standard fringe benefits are paid by business firm.

JCG: Eligible Positions

- Meeting Wage & Health Requirements
  - These positions must earn a base wage of at least 175% of the FMW, or 150% FMW in High Unemployment Areas.

Wage Rate Threshold	% of FMW	Grant Per PFTE	Eligible Businesses
$10.88	150%	$500	HUA Businesses
$12.69	175%	$500	All Businesses
$14.50	200%	$800	All Businesses

  - The employer must offer to cover at least 50% of the cost of the Health Insurance Premium for the employee.

High Unemployment Areas

- **Businesses located in HUAs are eligible to apply for the JCG at the reduced wage rate threshold of $10.88/hour, or 150% of the Federal Minimum Wage.**

2017 High Unemployment Areas (HUA)			
Brunswick County	38A	**City of Martinsville**	36B, 54B*
City of Danville	1, 57B*	**City of Petersburg**	10, 47A*
Dickenson County (Clintwood & Haysi)	49A, 49B, 49C	**City of Portsmouth**	4, 20
City of Emporia	43B*	**Tazewell County**	44
City of Hopewell	9	**Wise County**	52

The following communities in joint zones are NOT HUAs: Dinwiddie County, City of Franklin, Greensville County, Henry County, Lancaster County (Kilmarnock), Page County, and Pittsylvania County. Businesses in these communities are not eligible for the reduced wage threshold.

Source: DHCD based on the LAUS Unit and Bureau of Labor Statistics 2016 Annual Virginia Unemployment Report.

JCG: Changes to the HUA List

- **The following localities are no longer considered HUAs:**
  - City of Franklin
  - Lancaster County (Kilmarnock)
  - Page County

- **Any existing business that has previously applied for the JCG as an HUA applicant in one of these zones may continue to qualify at 150% of the FMW for the remainder of their 5-year grant period.**

- **Any new businesses applying for the JCG in these zones must pay at least 175% of the FMW to qualify.**

JCG Application Process

- **DHCD is now accepting JCG applications for Grant Year 2017 from businesses that have increased employment over their Base Year, by more than the 4-job eligibility threshold during Calendar Year 2017 (Jan 1, 2017 – Dec. 31, 2017).**

- **As provided in §59.1-547, A CPA attestation is a required component to ALL JCG applications except:**
  - *When the applicant has a Base Year employment ≤ 100 PFTP and Grant Eligible positions ≤ 25 PFTP.*

JCG: Calculating Awards

- JCG awards are determined based on wage rates and the number of full months worked in the Grant Year.
  - Up to $500/year per net new permanent, full-time position earning at least 175% of the FMW (150% in HUAs) with offered health benefits.
  - Up to $800/year per net new permanent full-time position earning at least 200% of FMW with health benefits.
  - Businesses can receive grants for up to 350 positions per year.

- The Federal Minimum Wage is currently $7.25/hour.

Wage Rate Threshold	% of FMW	Grant Per PFTE	Eligible Businesses
$10.88	150%	$500	HUA Businesses
$12.69	175%	$500	All Businesses
$14.50	200%	$800	All Businesses

JCG: Calculating Awards

- **Base Year (2015) Employment Level:**
  - **10 Permanent Full-Time Employees (PFTEs)**
- **Grant Year Employment Level: 20 PFTEs**
  - **All positions are earning 175% of the FMW ($12.69/hr)**
  - **All worked January 1- December 31, 2017**
  - **All 10 are offered health benefits, equal to at least 50% of premium**

- **Calculations:**

20 Grant Year Employees

– 10 Base Year Employees

– 4 Jobs: Eligibility Threshold

= 6 Grant-Eligible PFTEs

x $500 grant (because 175% of FMW)

= JCG award of up to $3,000

JCG: Grant Term

- A business can apply for the JCG for a period of 5 years as long as they maintain or increase employment over their Base Year employment, by at least 5 net new permanent full-time positions (1 PFTE over the 4-job threshold).

- Business firms who have finished their first 5-year grant period may qualify for a Subsequent Grant Period provided that they are still creating new jobs that are eligible to receive Job Creation Grants.
  - For a Subsequent Grant Period's initiated within 2 years of the previous 5-year term, the Base Year must be the last Grant Year.
  - For a Subsequent Grant Period's initiated more than 2 years after the previous 5-year term, the Base Year must be 1 of the 2 preceding years.

JCG Worksheet: How Does It Work?

	A	B	C	D	E	F	I	J	K	M	N	O
17	Employees Filling Permanent Full-Time Positions				Base Year			Current Grant Year (GY): 2017				
18												
19	Employee Number	Included in CPA Sample Y/N	Employee Name	Last 4 digits of SSN	First work date in base year	Last work date in base year	Months the EF-PFTP worked in Base Year	First work date in grant year 2017	Last work date in grant year 2017	Months the EF PFTP worked in Grant Year 2017	Offered Health Benefits **Y / N**	Hourly wage Rate for Employees listed **in ONLY Grant Year**
20	1	Y	Tory McGowan	2222	01/01/15	03/13/15	2.37			0.00	Y	
21	2	Y	Kyle Meyer	2222	01/01/15	12/31/15	12.00	01/01/17	12/31/17	12.00	Y	
22	3	Y	Rebecca Rowe	3333	01/01/15	12/31/15	12.00	01/01/17	12/31/17	12.00	Y	
23	4	Y	Jeff Saddler	4444	06/13/15	12/31/15	6.64	01/01/17	12/31/17	12.00	Y	
24	5	Y	Bill Shelton	5555	01/01/15	12/31/15	12.00	01/01/17	12/31/17	12.00	Y	
25	6	Y	Joy Rumley	6666	09/14/15	12/31/15	3.58	01/01/17	12/31/17	12.00	Y	
26	7	Y	Matt Weaver	7777	01/01/15	12/31/15	12.00	01/01/17	12/31/17	12.00	Y	
27	8	Y	Ben Franklin	8888			0.00	01/01/17	12/31/17	12.00	Y	15.00
28	9	Y	Alexander Graham	9999			0.00	**01/10/17**	**03/10/17**	1.97	Y	13.00
29	10	Y	Alexander Graham	9999			0.00	**03/11/17**	**12/31/17**	9.73	Y	15.00
30	11	Y	Andrew Jackson	1212			0.00	02/01/17	12/31/17	10.98	**N**	
31	12	Y	Thomas Jefferson	1313			0.00	01/01/17	12/31/17	12.00	Y	15.00
32	13	Y	Isaac Newton	1414			0.00	**01/01/17**	**03/01/17**	1.97	Y	15.00
33	14	Y	Isaac Newton	1414			0.00	**05/01/17**	**12/31/17**	8.05	Y	15.00
34	15	Y	Barack Obama	1515			0.00	02/01/17	12/31/17	10.98	Y	15.00
35	16	Y	George Washington	1616			0.00	02/01/17	12/31/17	10.98	Y	**9.00**
36	17	Y	Douglas Wilder	1717			0.00	02/01/17	12/31/17	10.98	Y	15.00
37	18						0.00			0.00		XX.XX

JCG: Worksheet How-To

- The worksheet should be filled out from left to right.

- Do not skip columns.
- Do not disrupt/change formulas.

These may cause calculation errors!

- Some cells are locked to protect formulas.

- Some columns hidden.

- Cells will turn red to signal potential errors.

JCG: Worksheet

- All JCG Applicants must complete a JCG/JCG-HUA Worksheet
  - JCG Worksheet: To be completed by non-HUA businesses for net new positions earning at least $12.69/hour
  - JCG-HUA worksheet: To be completed by HUA businesses for net new positions earning at least $10.88/hour

- The JCG Worksheet calculates grant-eligible positions filled during the grant year.
  - Automatically calculates qualification information to be used for the JCG application form, Form EZ-JCG.
  - If a position was not filled for the entire grant year, proration based on months employed is automatically calculated.
  - Based on the dates of employment, the worksheet will automatically distribute full months worked at each eligible wage rate requirement (150%, 175% or 200%) once wage data is entered.

JCG: Worksheet Overview

- All employees filling permanent full-time positions in the Base Year and Grant Year.

- The following positions should not be included on the worksheet:
  - Positions that are not Permanent (i.e. contract or seasonal)
  - Positions that are not Full-Time (i.e. part-time or as-needed)
  - Food and beverage, retail, and personal service positions
  - Churned positions
  - Those not meeting the Report to Work requirement

- Wage information only needs to be listed for Permanent, Full-Time Positions hired after the Base Year, through 12/31/2017 that have been offered Health Benefits.

- Any employees given a raise during the GY must be entered on separate lines for each wage rate.

JCG: Salary-Wage Conversion

- **Divide an employee's annual salary by 1820 hours**
  - ❖ Include shift premiums and commissions.
  - ✘ Do <u>not</u> include bonuses or overtime.

- **Calculations must be shown in the Attestation Report**
  - ❖ Salary Conversion Example:

    Annual Salary = $32,000

    Conversion Rate = 1,820 hours

    $32,000/1,820 hours ⏩ $17.58/hour = Wage Rate

JCG: Printing Worksheets

Please note that while you are no longer required to submit the JCG Worksheet you are required to use it for completing the application and a hard copy must be kept on file with your other grant request documentation.

When printing the hard copy for your documentation records, please follow the instructions below.
Since the worksheet is equipped with formulas in place for 3,000 rows, the worksheet will print **ALL** the rows unless the print range is specified by the applicant.

Follow these instructions to ensure that only the completed portions of the worksheet are printed.

- ❑ Under the **View** tab on top toolbar, click on "Page Break Preview" to determine the total number of pages completed.
- ❑ When printing, specify the print range based on the number of pages completed by the applicant.
- ❑ The hard copy should only include the completed pages within the "JCG Worksheet" tab.
- ❑ The worksheet must be printed with a landscape layout on legal size paper.

Once the hard copy has been printed:

- ❑ The business firm representative must sign the first page and initial each page of the JCG Worksheet.

JCG Worksheet | Form EZ-JCG Values | **Printing Instructions**

JCG: Required Materials

- **Online: Form EZ-JCG must be submitted by 11:59 PM (EST) on April 2, 2018.**
  - **Applications are not done through CAMS!**

- **Hard Copy: Must be post-marked on or before April 2, 2018.**
  - **Form EZ-JCG**
  - **Commonwealth of Virginia W-9**
  - **CPA Attestation Report (Should be submitted with application – not after deadline!) unless the firm is exempt from the attestation requirement.**

All application materials and the link to submit Form EZ-JCG are available on the EZ Online Application Submission Site: https://dmz1.dhcd.virginia.gov/EZApplication/

Waiver of CPA Attestation Report

- **Attestation requirement is waived if a firm…**
  - **Has a base year employment of 100 or fewer positions and creates 25 or fewer grant eligible positions (§ 59.1-547)**
- **Waiver eligibility must be determined each year.**
- **Firm must still complete the required JCG Worksheet and submit to DHCD for review.**
- **DHCD staff will monitor each firm who was able to waive the attestation requirement annually using the procedures outlined in the CPA Attestation Manual.**

Form EZ-JCG

Organized into four parts:

- **Part I: Background Information**
- **Part II: Qualification Information**
- **Part III: Contact Information**
- **Part IV: Declaration**

Part I: Background Info

1. Business Firm Legal Name	2. Trading Name, if Different than Legal Name	3. Date Bus. began Operation in Zone
		/ /

4. Federal Employment ID # (FEIN)	5. Activity # (First three digits of the NAICS. See Instruction Manual.)

6. Physical Address of Zone Establishment	Town/County/City

7. Type of Application	8. Type of Job Creation Made by the Applicant
☐ Standard ☐ High Unemployment Area (HUA)	☐ Expansion of an existing firm ☐ New firm (Start Up) ☐ Relocation of a firm from outside Virginia ☐ Relocation and expansion of a firm within Virginia City/County Relocated from within Virginia: *Note: Firms are not eligible to apply for the JCG if simultaneously closing a facility in Virginia*

9. Federal Employment ID# (FEIN) of Parent Company	10. If the Firm is a Subsidiary, Name of the Parent Company

11. Zone Name	12. Zone #	13. Zone Designation Date	14. Name of Local Zone Administrator
		/ /	

15. Signature of Local Zone Administrator verifying that physical address listed on EZ-JCG Part I item 6 is in the enterprise zone identified in item 11 above and if marked as an HUA application, is eligible to be processed as such.

Date

Part II: Qualification Info

PART II: QUALIFICATION INFORMATION

In order to calculate the number of grant eligible employees and determine the applicable grant amount, please complete the **JCG Worksheet** prior to completing this section. Values from the **JCG Worksheet** should be used to complete #4 and #5 below. This is NOT the correct form for HUA localities.

1. Grant is requested for **Calendar Year** 2017 (YYYY). 2. Check Qualification Year. ☐ YR 1 ☐ YR 2 ☐ YR 3 ☐ YR 4 ☐ YR 5
3. **Base Year** used by the business firm _____ (YYYY). *The base year remains the same for the five years of qualification.*
4. **Grant Eligible Positions** *(Net new positions over four job threshold; Note: PFTPs = Permanent full-time positions.)*

All documented jobs must exclude part-time and temporary positions, as well as positions in retail, food and beverage, and personal services.

A. # of all equivalent PFTPs filled by the firm during the BASE year. (Sheet 2 of JCG Worksheet, Cell B3). ▪ If applying for Years 2-5, this cell should be the same as submitted on the Year 1 application.	A.
B. # of all equivalent PFTPs filled by the firm during the GRANT year. (Sheet 2 of JCG Worksheet, Cell B4).	B.
C. Increase in the # of equivalent PFTPs created over the base year. Subtract Box A from Box B.	C.
D. Net new jobs created over four net new job threshold. Subtract 4 from Box C. ▪ If Box C is equal to or less than 4, the firm will not qualify for the JCG.	D.

5. **Grant Eligible Employees with Qualifying Wage Rates and Health Benefits**

E. New eligible PFTPs filled in the Grant Year, earning at least 200% of the Federal Minimum Wage w/ health care benefits (JCG worksheet: Sheet 2, Cell B5)	E.
F. New eligible PFTPs filled in Grant Year earning at least 175% of the Federal Minimum Wage w/ health care benefits (JCG worksheet: Sheet 2, Cell B6)	F.
G. Number of new grant year PFTPs meeting wage and health benefits requirements. (Sum of lines E and F)	G.

6. ***Grant Requests***

A. Requested JCG award for PFTPs earning at least 200% of the Federal Minimum Wage w/ health care benefits ▪ Using procedures from page 1, multiply appropriate number by $800	A. $
B. Requested JCG award for PFTP earning at least 150% of federal minimum wage (but less than 200% of the Federal minimum wage) w/ health care benefits. ▪ Using procedures from page 1, multiply appropriate number by $500	B. $
C. Total amount of job creation grants requested. ▪ Add lines A and B.	C. $

JCG Follow-up

- Monitoring
  - All JCG grantees are monitored for their 1st Grant Year.

- Record-Keeping
  - Grantees must maintain all documentation regarding qualification for the JCG for a minimum of one year following the final year of their 5-year grant period.
  - Grant recipients that do not have adequate documentation regarding permanent full-time positions, report to work criteria, wage rates, or the provision of health benefits may be subject to repayment of some or all of their grant award.
  - Repayments may not be deducted from future grant awards.

Any questions about the JCG?

Agreed-Upon Procedures for JCG & RPIG

CPA Agreed-Upon Procedures

- CPA attestation to application information is required by statute §59.1-549.
- The attestation must be performed through DHCD's Agreed-Upon Procedures under the attestation standards established by the American Institute of CPAs.
- The attestation report and documented procedures are used by DHCD when processing & monitoring grants.
- Any discrepancies between Attestations and DHCD findings will be reported to the Board of Accountancy and may require repayment of some or all of the grant award.

CPA Agreed-Upon Procedures

- Provides an overview of eligibility requirements, required grant documentation, applicant and CPA responsibilities, FAQ text boxes, hyperlinks to definitions, and an outline of the Agreed-Upon Procedures.
- The first half of the manual covers JCG Attestation process and the second half covers RPIG Attestation process.
- A sample engagement letter template as well as the required attestation report forms are available on the EZ website.

RPIG: Agreed-Upon Procedures

- **The CPA must perform the following procedures and report findings after each procedure:**

1. **Attestation of Completed Application**
2. **Attestation of Qualified Real Property Investments**
3. **Attestation of Placed in Service Documentation**
4. ***Attestation of Square Footage for Mixed-Use buildings****
5. ***Attestation of Owner's of Space in Building****
6. ***Attestation of Tenant(s) in Building****

***If applicable*

RPIG AUP: Procedure 1

Attestation of Completed Application:

- **The CPA will read the Real Property Investment Grant Form EZ-RPIG and report that all required attachments have been prepared in the prescribed format and Form EZ-RPIG contains the signed declaration.**
- **Completed Apps include EZ-RPIG and the following documentation:**
  - Commonwealth of Virginia W-9
  - Final Placed in Service Documentation
  - *If applicable:* Signed & Notarized Supplemental Forms:
    - **Mixed-Use Form**
    - **Multiple-Owner Form**
    - **Tenant-Owner Consent Form**
    - **Tenant Coordination Form**

RPIG AUP: Procedure 2

Attestation of Qualified Real Property Investments:

- **The CPA will review the schedule of Qualified Real Property Investments (Part III of Form EZ-RPIG) including the cost categories qualifying for the Enterprise Zone, and will report any items he or she is uncertain of with the corresponding dollar amount in the attestation report.**

- **The CPA will compare the schedule of Qualified Real Property Investments to the general ledger entries to determine that the items and costs listed on the schedule were charged to the appropriate capital (asset) account, and will report any items that are not charged to the capital account.**

RPIG AUP: Procedure 2

Attestation of Qualified Real Property Investments:

- **The CPA will review 100 percent of the invoices, receipts, AIA reports, and any other relevant documentation of construction expenses and the capitalization of such expenses, and will report whether charges were properly chargeable to a capital account.**

- **The CPA shall review the schedule of Qualified Real Property Investments determine whether QRPI reported on Form EZ-RPIG meets the minimum investment threshold, as established by § 59.1-548 ($100,000 for rehabilitation/expansion; $500,000 for new construction).**

RPIG AUP: Procedure 3

Attestation of Placed in Service Documentation:

- **The CPA will contact the locality to verify that the placed in service document is final and no other documentation was issued or is pending:**
  - **Final Certificate of Occupancy (CO)**
  - **Final Building Inspection**
  - **Third-Party Inspection Report**

- **The CPA will ensure the property was placed in service in Calendar Year 2017.**

- **If Placed in Service Documentation is only for portion of the building/facility, schedule items must correspond.**

RPIG AUP: Procedure 4**

**If Applicable

Attestation of Square Footage for Mixed-Use Buildings:

- **The CPA will determine that where applicable, Form EZ-RPIG Mixed-Use has been "completed by the preparer of the measured drawings/plans submitted to the locality" and that it contains the Professional Seal (AIA) or Notarized Signature of the preparer (or representative of the preparer) of the drawings, if not an architect.**
  - **Virginia DPOR License Lookup: www.dpor.virginia.gov**

- **The CPA will determine that the math used to calculate Part II, Box 4 is correct; and that at least 30 percent of the useable floor space in the building is devoted to commercial, industrial, or office use.**

RPIG AUP: Procedure 5**

**If Applicable

Attestation of Owners of Space in Building:

- The CPA will determine that where applicable, EZ-RPIG Multiple-Owner, has been completed with notarized signatures of both Tenant and Owner.
- The CPA will determine that the square footage information indicated in the closing documents or deed of trust is accurately indicated on the supplemental form for Zone Investors who own space in a building.
- The CPA will determine that the math used to calculate Part II, Box 3 is correct; and that requested grant amount corresponds to the requested amount on Form EZ-RPIG, Part IV, Box 3D.

RPIG AUP: Procedure 6**

**If Applicable

Attestation of Tenant(s) in a Building:

- The CPA will determine that where applicable, EZ-RPIG Tenant-Owner Consent, and EZ-RPIG Tenant Coordination (if required by owner) have been completed with notarized signatures from all parties, and the Applicant has provided documentation (valid lease) that agrees with Part III Boxes 1 and 2 of the Tenant-Owner Consent Form.

- The CPA will determine that the math used to calculate Part III, Box 3 is correct; and that requested grant amount corresponds with Form EZ-RPIG, Part IV, Box 3D.

JCG: Agreed-Upon Procedures

- The CPA must perform the following four procedures and report findings after each procedure:

1. Attestation of Prohibited Positions
2. Attestation of Permanent, Full-time Positions
3. Attestation of Required Documentation
4. Attestation of Grant Eligible Positions

JCG AUP: Procedure 1

Attestation Regarding Prohibited Positions:

- **The CPA will review that the NAICS code listed on the Form EZ-JCG (Part I, Box 5) to determine that the NAICS code listed on the Form EZ-JCG is one other than:**
  - **441-454 (retail)**
  - **722 (food/beverage)**
  - **812 (personal service)**

JCG AUP: Procedure 2

Attestation of Permanent Full-Time Positions on JCG Worksheet:

- **The CPA will follow the sampling procedure explained below to review employment documentation and the JCG/JCG-HUA Worksheet for Employees Filling Permanent Full-Time Positions (EF- PFTPs) during the base year and/or grant year:**

  - **For firms with ≤ 100 employees that filled Permanent Full-time Positions (EF-PFTPs), the CPA will review a random sample of the documentation of 20 EF-PFTPs listed on the worksheet. ***

  - **For firms with ≥ 100 employees, the CPA will review a random sampling for 20 percent of all employees listed on the worksheet. ***

The required random sampling procedure is provided in the JCG attestation report.

Procedure 2 Cont'd…

Non-Reconcilable errors:

- **The CPA will report findings on any difference between information on documentation provided and what is listed on the worksheet for employees in the sample population.**
- **The applicant can revise the worksheet to remove non-reconcilable errors but the CPA must report on initial findings of non-reconcilable errors in the attestation.**
- **The CPA will continuously select subsequent sets of 20 percent (or 20 employees) from the original worksheet population until the random sample produces no non-reconcilable errors.**

JCG AUP: Procedure 3

Attestation of Required Documentation:

- **The CPA will compare the JCG/JCG-HUA Worksheet for base and grant year employment information listed on the Worksheet to the required documentation:**
  - **I-9**
  - **Payroll records (Grant Year employees; and Base Year for 1st year JCG applicant)**
  - **Health Benefits enrollment**
    - **Signed Health Benefit Agreement and Health Insurance Billing Information**
    - **Health Insurance Waivers where applicable**

JCG AUP: Procedure 4

Attestation of Grant Eligible Positions with Qualifying Wage Rates and Health Benefits :

- **The CPA will review the Qualification Information on Part II of Form EZ-JCG and compare whether the information entered on Part II, Boxes 4A-B and Boxes 5E-F corresponds with the auto-calculated values in Cells B3, B4, B5, and B6 (respectively) of the Worksheet Sheet 2.**

- **The CPA will indicate any discrepancies in the Attestation Report.**

CPA Attestation Requirements:

- CPAs MUST use DHCD's CPA Attestation Report Forms.
- Reports should clearly indicate that each procedure was performed in its entirety.
- Reports must state the findings for each procedure and should avoid vague or ambiguous language.
- Applications with reports where no findings are reported or only the CPA's initials are listed will be considered incomplete and will not be processed until the report is re-submitted. Initials are not considered an adequate report.

Late Attestations

- Applications submitted without the Attestation will be considered LATE.
- Late applications will be processed on a first-come, first served basis if funds remain after on-time applications are processed.
- For the past four grant cycles, no late applications were considered, as all allocated funds were expended on the initial round of applicants.

Any questions about the CPA Agreed-Upon Procedures for Attestation?

Grant Year 2017 Application Submittal Process

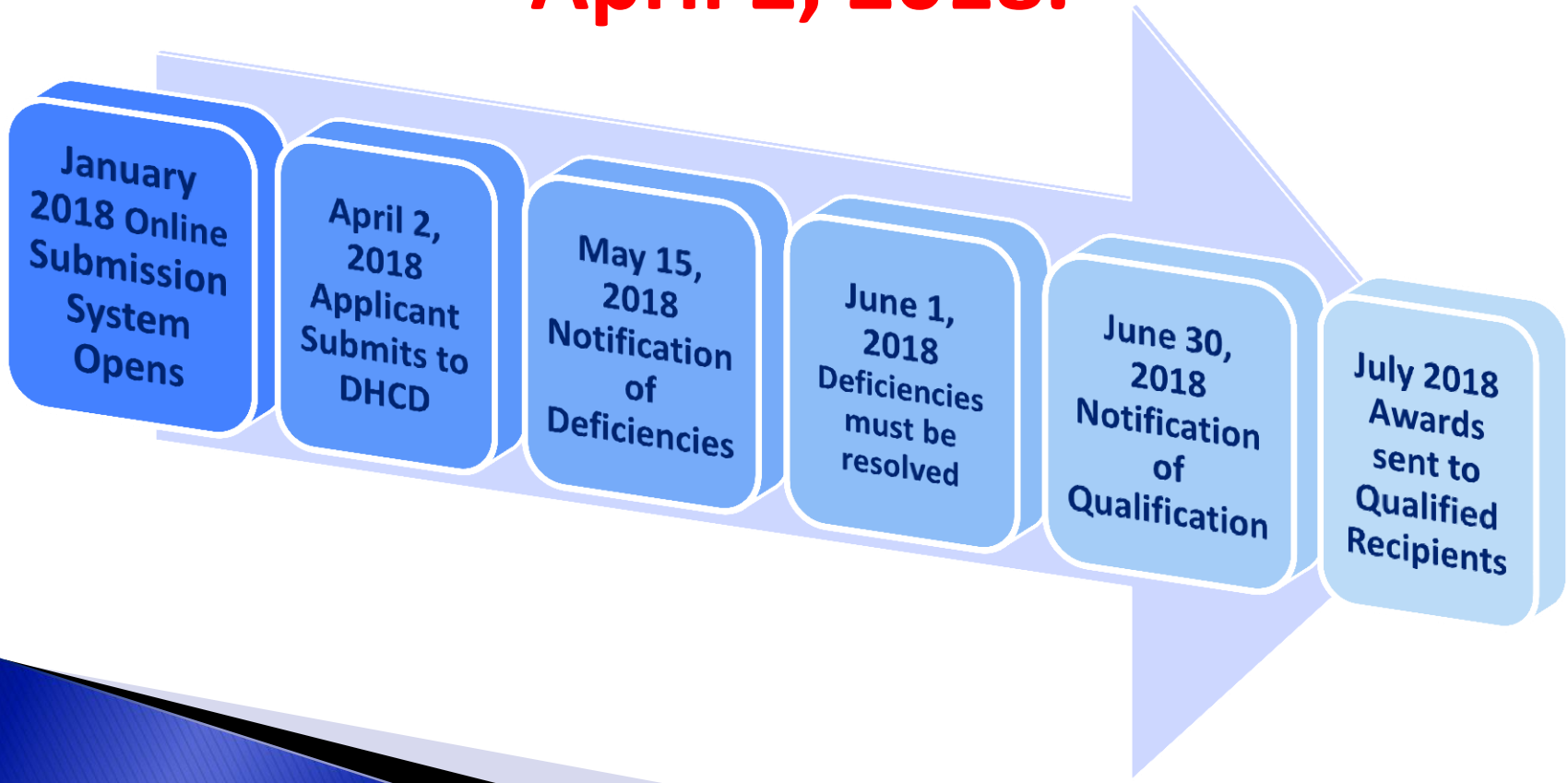
Budget & Proration

- The General Assembly has allocated $12.15 million to fund GY 2017 Job Creation Grants and Real Property Investment Grants.
- Job Creation Grants receive funding priority and are paid in full first, with the remainder being disbursed pro-rata to RPIG applications.
- Proration is calculated upon grant disbursement in June-July each year. Proration projections are not available.

GY 2015 was prorated at 67%
GY 2016 was prorated at 73%

Grant Year 2017 Timeline

GY 2017 applications are due Friday April 2, 2018.



No EDI Requirements

- DHCD will NOT require applicants to register for the Electronic Data Interchange (EDI) program through the Department of Accounts (DOA).

- Applicants must still submit a COV W-9 with each application. The FEIN on the W-9 should match the applicant entity, and the account to which funds should be disbursed.

2017 Application Process

1. Applicant confirms with Local Zone Administrator that business or property is within the boundaries of a zone.

2. Applicant enters an Engagement Agreement with an independent, licensed CPA.

3. Applicant gathers and completes application material.

4. CPA reviews application materials and prepares Attestation Report.

Application Process Cont'd

6. **Applicant submits application online via the EZ Application Submission System (You will be prompted to save and print a hard copy *after* hitting submit).**

7. **Applicant obtains the signature of the Local Zone Administrator (LZA) on the hard copy of application form.**

8. **Applicant sends DHCD signed hard copies of all application materials including the CPA Attestation Report. Applications must be postmarked by April 2, 2018.**

Electronic Submission System

Secure | https://dmz1.dhcd.virginia.gov/EZApplication/

VIRGINIA DHCD

Enterprise Zone Application Submission System

Virginia Enterprise Zones

Home | RPIG | JCG | CPA Attestation Report | General Income Tax Credit

Department of Housing and Community Development

Welcome to the Enterprise Zone Online Submission System!

Internet Explorer Users may experience compatibility issues with this application portal. DHCD recommends using a browser of Google Chrome or Higher to submit the Application.

Electronic application submittal is **required** for all Enterprise Zone Grant and Tax Credit Applications. Once an electronic application is submitted, applicants must also submit a hard-copy of the application with requested signatures to DHCD by the appropriate deadlines. The Enterprise Zone program does **not** accept electronic signatures at this time.

Tips for using the Online Submission System:

- Applicants should prepare their application and receive the CPA Attestation Report prior to beginning the electronic application on this website.
- Upon submission of the electronic application, applicants will be prompted **to Print & Save** the submitted application. DHCD recommends that applicants "Print to PDF" in order to save the submitted application for later reference.
- A confirmation e-mail will be sent to applicants once they submit their applications online and an additional e-mail will be sent to confirm the receipt of hard copies of the required application material. This email will be sent from: noreply@dhcd.virginia.gov. Certified Public Accountants (CPAs) will be copied on all confirmations.
- Attachments cannot be uploaded electronically (i.e. CPA Attestation Reports, Placed in Service Documentation, JCG Worksheets, and Supplemental RPIG Forms). Please send these along with the hard-copy application to DHCD by the appropriate deadline.
- If you have made an error on an application that has already been submitted, please contact EZONE@dhcd.virginia.gov to correct the electronic application.

NOTICE

DHCD will not require applicants to register for the Electronic Data Interchange (EDI) program through the Department of Accounts for Grant Year 2016. References to this program and the associated requirements can be disregarded for this funding cycle. Real Property Investment Grant and Job Creation Grant applications should be submitted to DHCD (electronically and hard-copy) by April 2, 2018 along with a copy of the Commonwealth of Virginia W-9 Form.

Select the hyperlinks below to access applications and forms

General Information

- How to Qualify Workshop Presentation
- 2017 Virginia Enterprise Zone Map
- VEZ Website
- Commonwealth of Virginia W-9

RPIG - Real Property Investment Grant

JCG - Job Creation Grant

If you have any questions about the electronic submittal process, please contact EZONE@dhcd.virginia.gov or (804) 371-7030.

Submission of Hard Copies

Delivery methods:

- **Certified mail, return receipt requested—postmarked by April 2nd, 2018.**
- **UPS, Fed Ex or other services where shipping can be tracked with a shipped date no later than April 2nd.**
- **Hand-delivery by close of business April 2nd. (We do not recommend this delivery method)**
- **If submitting more than one grant application, each application and respective materials should be sent in separately.**

Email Confirmations

- Email addresses must be provided with application.

- Grant applicants will receive emails correspondence from DHCD throughout the application process…
  - *Successful Submission of Online Application*
  - *Receipt of the Hard Copy Application*
  - *Deficiencies or Request for More Information*
  - *Confirmation that Deficiencies Have Been Resolved*

- DHCD recommends applicants print and keep a copy of email notifications with their grant records

Application Information

- **Additional information about the EZ Program and the application process can be found on the EZ Page on DHCD website: www.dhcd.virginia.gov**

- **The online submission system is open: https://dmz1.dhcd.virginia.gov/EZApplication/**

And Remember…Applications are due by

April 2, 2018.

Early submittals are highly encouraged!

Any Questions about the Application Submittal Process?

DHCD Contact Info

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EZ Program Administrator

Rebecca Rowe

EZ Program Manager

Jeff Sadler

Associate Director, Community Revitalization

ezone@dhcd.virginia.gov

(804) 371-7030

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Lynchburg Office of Economic Development & Tourism
(434) 455-4490
www.opportunitylynchburg.com

Upcoming Events

State of the City

Monday, February 26

7:00 p.m.

City Hall